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DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
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EDMUND G. BROWN JR.  
GOVERNOR

January 10, 2011

ALL COUNTY INFORMATION NOTICE NO. I-02-11

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY EBT COORDINATORS  
ALL CALWORKS PROGRAM SPECIALISTS  
ALL COUNTY SPECIAL INVESTIGATIVE UNITS

SUBJECT: AVAILABILITY OF OUT-OF-STATE ELECTRONIC BENEFIT  
TRANSFER (EBT) CARD USAGE REPORTS IN THE STATEWIDE  
AUTOMATED RECONCILIATION SYSTEM (SARS)

REFERENCE: ALL COUNTY LETTER (ACL) NO. 10-44, OUT-OF-STATE  
ELECTRONIC BENEFIT TRANSFER (EBT) CARD USAGE  
REPORTS

As a follow up to All County Letter No. 10-44, the purpose of this notice is to announce the availability of electronic versions of the monthly "100% Out-of-State Card Usage Report" and the "County Reporting Form." Both the monthly reports and associated reporting forms for the months of July, August, September, October and November 2010 can now be accessed in SARS. All future monthly reports and forms will also be available in SARS; thus the monthly reports will no longer be sent to the counties' EBT Coordinators via e-mail. Data for the previous report month should be available in SARS by the 15<sup>th</sup> of the following month (e.g., the December 2010 monthly report will be available by January 15, 2011). In order to access the monthly reports and reporting forms, county users are required to have a SARS user profile with fraud access. County SARS administrators can assign user profiles and establish fraud access.

The monthly reports and reporting forms can be accessed by going to the SARS Main Menu, selecting Data Entry and Out-of-State Card Usage Report. The user will then be able to select a report by month/year and review transaction data for their particular county. Each case is represented by a State Unique ID (SUID) and EBT transaction data can be found by clicking on the individual SUIDs. Counties are required to investigate each cash assistance case (except General Assistance/General Relief) and report their findings to the state. CalFresh transaction data has been included to assist

counties in their investigation. The County Reporting Form for each case can be accessed by clicking Edit for the associated SUID. The case worker is required to complete the form by entering information in the Case Determination, Action Taken, Reason for Case Remaining Eligible, and Comments (if required) fields. Additionally, the name, telephone number and e-mail address of a county contact person must be entered into the provided fields.

Counties are required to input their case findings for July, August, and September 2010 monthly reports by January 15, 2011. The findings for each subsequent month must be reported three months after the report is posted in SARS (e.g., October 2010 monthly report findings must be reported by February 15, 2011).

If you have any questions regarding this e-mail or require assistance with data provided in the monthly reports or in completing the reporting form, please contact Rapone Anderson, EBT Unit Manager, at (916) 653-1511 or Lucy Hildebrand, Analyst, EBT Unit, at (916) 653-8421. For technical questions concerning accessing the reports in SARS, please contact the EBT SARS Help Desk at (916) 263-4036. For CalWORKs policy questions, please contact your CalWORKs Eligibility county consultant at (916) 654-1322. If you have any comments or suggestions regarding how the monthly reports or reporting forms can be changed or improved, please contact June Russell, Fraud Unit, at (916) 651-3994 or [June.Russell@dss.ca.gov](mailto:June.Russell@dss.ca.gov).

Sincerely,

***Original Document Signed By:***

YVONNE L. LEE, Chief  
Program Integrity Branch

C: CWFIA